

1 October 1976

25X1A

MEMORANDUM FOR: Acting Deputy Director for Administration  
FROM : [REDACTED]  
Acting Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 1 October 1976

1. CIARDS: Our CIARDS legislation proposal passed the Senate on 30 September -- had passed the House previously. We look forward with great anticipation the signing into law by the President.

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2. Co-op Program: On 22 September the Co-op Coordinator, Mr. [REDACTED] visited Virginia Polytechnic Institute and interviewed 22 students, of which 10 have been selected to apply for employment. The overall quality was excellent.

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3. Placement Conference: Recruiters [REDACTED] and [REDACTED] attended the Middle Atlantic Placement Conference which was held at Hot Springs, Virginia, during the period 19-22 September. The theme of the Conference was "Introspection -- A Self Examination." Topics covered in the various workshops were: legal aspects of recruiting and placement; use of audio visual resources in career planning and placement; underemployment/unemployment -- alternatives for the future. 25X1A

4. New Clerical Employees: On 27 September 37 clericals entered on duty. Five college graduates are included in the total.

5. Special Training for Military Details: Chief, Personnel Branch, Office of ELINT, has advised Military Personnel Branch that all military personnel going to [REDACTED] must undergo counter-terrorist training at [REDACTED] 25X1A  
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6. Alumni Day: Alumni Day invitations were sent to 1,222 retirees. Of the 929 replies, 360 retirees have indicated that they plan to attend. The breakdown by directorate follows:

DDI	51
DDA	127
DDO	118
DDS&T	57
DCI	<u>7</u>
Total	360

7. Special Option for Certain CIARDS Participants:

Memos Sent	1,260
Memos Returned	1,219
Elected CIARDS	1,204
Elected Civil Service	15

8. Position Management: A review is being made of the DDO senior staff reorganization proposals.

9. Court Leave: We prepared a revision to [REDACTED] 25X1A Court Leave, to include new provisions for providing court leave to employees in certain special situations.

10. Pre-Departure Allowance: We are coordinating a Headquarters and Field Notice announcing the change to the Foreign Transfer Allowance of the standardized regulations (Government Civilians, Foreign Areas). This change, effective 1 October 1976, authorizes a pre-departure lodging allowance for up to 10 days for those employees occupying temporary quarters prior to their departure for overseas.


11. Rehired Annuitants: The following rehired annuitant case was approved for the Directorate for Administration:

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[REDACTED] - Independent Contractor,  
Office of Training - To use on Memorandum of Oral  
Agreement basis through 30 September 1977.

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The following rehired annuitant case was terminated:

 - Independent Contractor,  
Office of Logistics - Terminated 4 November 1976.

12. New Booklet: The booklet "Employee Benefits and Services," which has been given 1-6 distribution to employees, will be included in the information packets for new EOD's. Benefits and Services Division has received many calls about the booklet expressing pleasure with the product.


Coming Events:

1. Analysis of the employee attitude survey continues and we are planning to have a draft report completed next week.

2. We hope to complete the Personnel Development Program consolidation.

3. Tentatively, we are planning on the Retirement Seminar for five mornings in November; i.e., 2, 4, 9, 11 and 16.

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4. On Monday, 4 October, Mr. , OSR analyst, will speak to Agency reservists on the subject NATO and the Warsaw Pact.

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